



Academic Year 2018-2019

Office of Admissions/Financial Aid Office Assistant

Reports To

The Office Assistant will report to Phara Boyer, Monica Alcantara, Jackie Rodriguez.

Job Overview

Greet visitors; answer phones; check voice mail; open/distribute mail; track /order supplies; and assist with events such as organizing material, checking in guest, etc. Other office duties as needed.

Hours

9:00am – 5:00pm M-F

Qualifications

This is an opportunity for a responsible, well organized individual who can handle multiple tasks in a very high paced setting. Excellent oral communications and customer service skills a must. Must have the ability to proofread with accuracy.

Contact Information

Phara Boyer 508-270-4012

Monica Alcantara 508-270-4059

Jackie Rodriguez 508-270-4010

PLEASE NOTE:

Student Must Qualify for Federal – Work Study in order to be officially hired. Please contact the Financial Aid Office at 781-239-2600 or cmoreno@massbay.edu to confirm your eligibility for Federal Work-Study. Students who begin working without having completed all required documents WILL NOT BE PAID for those hours worked.